

**RESIDENTIAL/COMMERCIAL**  
**CONTRACTOR'S INFORMATION**  
**MANUAL**  
**FOR**  
**City of Senatobia**

**Disclaimer**

The residents or contractors using this information are responsible for complying with the applicable ICC Residential, Building, or Fire code and/or City Ordinances. The aforementioned documents will take precedence over all information presented within these pages. It is recommended that you read your permit carefully to determine the current building code adopted for use in the city limits of Senatobia and use licensed and professional plan designers as well as contractors that are familiar with ICC code changes.

Accepted by Board of Aldermen on April 3, 2012

# **BUILDING INSPECTION PROCEDURES**

- A. Inspections will be made each day (AM or PM). No appointments given.
- B. For Morning inspection, call office before 9:00 AM
- C. For Afternoon inspection, call office before 12:00 NOON

**ONLY CALL FOR INSPECTION WHEN READY, NO INSPECTIONS UNLESS ALL APPLICABLE PERMIT FEES HAVE BEEN RECEIVED!**

ALL INSPECTIONS TO BE CALLED IN TO OFFICE STAFF AT (662) 562-4474, OFFICE HOURS ARE MONDAY – FRIDAY, 8:00 AM TO 5:00 PM. CITY HALL IS CLOSED FOR LUNCH BETWEEN 12:00 AND 1:00.

NO APPOINTMENTS WILL BE GIVEN FOR INSPECTIONS. DO NOT CALL FOR INSPECTIONS OUTSIDE NORMAL SCHEDULE, (FOUL WEATHER EXCEPTION FOR CONCRETE ONLY).

## **BUILDING SITE REQUIREMENTS**

BUILDER’S PRESENCE (or his/her representative) during inspection is not required, but is HIGHLY RECOMMENDED

BUILDING PLANS shall be at all building sites at all times  
(NO PLANS- NO INSPECTION)

LOT NUMBERS OR ADDRESS shall be posted on building site during construction process.  
(NO LOT #'S OR ADDRESS, NO INSPECTION)

INSPECTION CARDS OR PASS/FAIL STICKERS are left on all building sites after inspection is made. Do not call office staff to ask the status of an inspection.

CARE & CLEANLINESS as well as EROSION/SEDIMENT CONTROL of building site shall be maintained during all phases of construction.

ALL BUILDING SUPPLIES, DUMPSTERS, PORTABLE TOILETS, and SOD shall be placed on lots and are not to be placed in city streets or rights-of-way.

# **RESIDENTIAL BUILDING PERMITS**

## **REQUIRED MATERIALS NEEDED FOR BUILDING PERMIT APPLICATION (Pre-permit plan reviews by appointment only)**

- A. Two FULL sets of code complaint building plans showing:
  - a. Typical Foundation Details
  - b. Floor Plan with Framing Details
  - c. Elevations (All Sides)
  - d. Electrical Plan
  - e. Total Square Footage Under Roof, Total Heated & Unheated  
(Basement, First floor, Second floor, Future expandable areas, Storage, Garages, Carports, and Porches)
  
- B. Site Plan Showing:
  - a. Property lines, setbacks, and easements
  - b. Water tap location if known
  - c. Sewer tap location if known
  - d. High/Low Elevation of curb or center of road and proposed elevation of slab (recommended but not required)
  
- C. Verification of Mississippi Contractors License
  
- D. Tate County Health Department Approval of onsite waste disposal (if city sewer service not available)
  
- E. Receipt Number for Payment of ALL TAP FEE'S applicable (Water, Sewer, and Gas)
  
- F. Payment of ALL FEE'S due for permit application

NOTE: Any contractor and/or his sub-contractor, who begins work before they have a permit issued, shall be charged a double permit fee.

## **Commercial Building Permit**

### **REQUIRED MATERIALS NEEDED FOR BUILDING PERMIT APPLICATION**

- A. Four (4) Complete sets of Plans (Signed and Sealed by Design Professional if over 5000 sf) showing:
  - a. Site Plan to include:
    - 1.Site Civil Engineering Plan
    - 2.Parking Lot Design
    - 3.Landscaping Design
    - 4.Signage Plan
  - b. Floor plan with Elevations (All Sides)
  - c. Foundation Plan
  - d. Electrical Plan
  - e. Plumbing Plan (grease trap questionnaire if applicable)
  - f. HVAC Plan (Heating/Air, Vent Hoods, Refrigeration)
  - g. Complete Fire Protection System (if applicable)
  - h. Erosion And Sediment Control Plan
  - i. Total Square Footage Under Roof, Total Heated & Unheated
- B. Verification of Mississippi Commercial Contractor's License
  - a. Residential Builder license up to 7500 sf
- C. Copy of application for Material Purchase Certificate number (MPC#) issued by the MS State Tax Commission (if >\$10,000)
- D. Tate County Health Department Approval of onsite waste disposal (if Needed)
- E. Statement of Special Inspections (if required per IBC2006 Section: 1704)
- F. Receipt Number for Payment of All TAP FEE'S Applicable (Water, Sewer, and Gas)
- G. Payment of PLAN REVIEW FEE
- H. Payment of BUILDING PERMIT FEE

**NOTE: Any contractor or his sub-contractor who begins work before they have a permit, shall be charged a double permit fee**

# **REQUIREMENT for FOOTING, POST HOLES, and SLABS**

## **Footings**

1. Frame Building- Minimum 16" Wide by 13" Deep (Down to hard undisturbed soil) and free of loose soil and all organic matter
2. Brick Building- Minimum 20" Wide by 13" Deep (Down to hard undisturbed soil) and free of loose soil and all organic matter, one rebar in brick ledge area
3. Minimum 8" of concrete in footing, 2500 psi or greater
4. Two (2) 5/8" (#5) or Three (3) 1/2" (#4) clean steel rebar continuous in footing, with minimum of 1.5' over lap. Evenly spaced
5. Wooden form stakes are discouraged and must be removed completely from footing after pour.

## **Post Holes**

1. Minimum 6" diameter and down to hard undisturbed soil
2. Minimum 4' on center

## **Fill Material**

### **(Shall be in ALL SLABS)**

Last 4" of all slabs shall have approved fill material, as listed below:

1. 4" Pea Gravel
2. 4" Washed Rock
3. 4" Coarse Sand

## **Slabs**

1. Termite treatment with installer verification label
2. Approved plumbing rough in inspection if applicable
3. 6 Mil (.006) Polyethylene Vapor Barrier
4. 6"x6", 10/10 welded concrete reinforcement wire with minimum 6" over lap
5. Perimeter slab insulation (optional)
6. Rebar same as "Footings" above
7. Grade beams per plan or minimum double the thickness of slab
8. Forms set to permit 3.5 inches minimum pour of concrete

**If any contractor should choose to place any component of slab over un-compacted fill dirt areas and at the discretion of the Building Official, an engineer's letter may be required by the City of Senatobia Building department before footings, post holes or slab can be put in place.**

**NOTE; THE "ENGINEER'S LETTER OF APPROVAL" IS NOT YOUR OK TO POUR THE FOOTINGS, POST HOLES, OR SLABS. THE BUILDING DEPARTMENT SHALL BE NOTIFIED BEFORE PLACEMENT OF CONCRETE**

# **INSPECTION TYPES AND ORDER OF INSPECTIONS FOR RESIDENTIAL BUILDINGS**

At every inspection, erosion & sediment controls must be in place. The following is a list of inspections, in the order in which they are to be made, for the three (3) common types of FOUNDATIONS being constructed in the city:

## **BLOCK AND FILL FOUNDATIONS:**

1. FOUNDATION SURVEY- approved prior to footing inspection and placement of concrete
2. FOOTING
3. PLUMBING ROUGH-IN- DWV, Water Distribution Lines and Electrical Conduit should be installed at this time. Sewer and Water Service Lines are builders' choice.
4. POST HOLE-
5. SLAB- prior to concrete delivery
6. FRAMING- including electrical, plumbing, and HVAC top-outs, Brick ties (if applicable), and gas pressure test (30psi)
7. INLET- driveway inlet inspection prior to concrete/asphalt placement
8. FINAL SURVEY REVIEW- including driveway, patio, and sidewalks (if applicable) required before final inspection
9. FINAL INSPECTION- ALL FINES AND/OR FEE'S DUE SHALL BE PAID BEFORE Certificate of Occupancy issued

NOTE: THE FINAL INSPECTION SHALL BE APPROVED BY BUILDING INSPECTOR PRIOR TO ANY OCCUPANCY OF ANY PART OF THE STRUCTURE.

## **MONOLITHIC SLAB FOUNDATION:**

1. FOUNDATION SURVEY- shall be approved prior to plumbing
2. PLUMBING ROUGH-IN- DWV, Water Distribution lines, Sewer, and Water Service Lines should be installed at this time.
3. SLAB- prior to concrete delivery
4. FRAMING- including electrical, plumbing, and HVAC top-outs, Brick ties (if applicable), and gas pressure test (30psi)
5. INLET- driveway inlet inspection prior to concrete/asphalt placement
6. FINAL SURVEY REVIEW- including driveway, patio, and sidewalks (if applicable) required before final inspection
7. FINAL INSPECTION- ALL FINES AND/OR FEE'S DUE SHALL BE PAID BEFORE Certificate of Occupancy issued

NOTE: THE FINAL INSPECTION SHALL BE APPROVED BY BUILDING INSPECTOR PRIOR TO ANY OCCUPANCY OF ANY PART OF THE STRUCTURE.

## **CONVENTIONAL FOUNDATION:**

1. FOUNDATION SURVEY- shall be approved prior to footing inspection
2. FOOTING-
3. FLOOR JOIST- shall be done prior to floor decking placement
4. FRAMING- including electrical, plumbing, and HVAC top-outs, brick ties (if applicable), and gas pressure test (30psi)
5. SEWER AND WATER SERVICE LINES-
6. INLET- driveway inlet inspection prior to concrete/asphalt placement
7. FINAL SURVEY REVIEW- including driveway, patio, and sidewalks (if applicable) required before final inspection
8. FINAL INSPECTION- ALL FINES AND/OR FEE'S DUE SHALL BE PAID BEFORE Certificate of Occupancy issued.

NOTE: THE FINAL INSPECTION SHALL BE APPROVED BY BUILDING INSPECTOR PRIOR TO ANY OCCUPANCY OF ANY PART OF THE STRUCTURE.

## **FRAMING INSPECTION REQUIREMENTS**

1. LOT NUMBER AND/OR ADDRESS- posted and visible from street.
2. PLANS ON SITE
3. NO INSULATION INSTALLED
4. ALL sub-contractors doing work on the building to be inspected shall be finished with all their work (electrical, plumbing, HVAC, security systems, low voltage wiring)
5. SITE OF HOUSE- Inside and Outside to be inspected shall be cleaned of all surplus building materials and/or trash, and for inspectors safety each floor level shall be in a broom clean condition prior to inspector's arrival.
6. BUILDING TO BE BLACKED IN- all windows, doors, and roofing should be onsite, installed, and complete. Exterior wall plates sealed, all Draft Stop and Fire Blocking installed, Brick ties installed per code, Brick ledge clear of dirt and debris,
7. GAS PRESSURE TEST on stub out per code holding 30 psi. No more no less!

NOTE: MAKE SURE THE ABOVE LISTED ITEMS ARE ALL DONE BEFORE SCHEDULING A FRAMING INSPECTION

# **SPECIFICATIONS for GAS METER LOCATIONS and GAS PRESSURE TEST RESIDENTIAL/COMMERCIAL/INDUSTRIAL**

## **GAS METER LOCATION:**

1. Stub Out for Meter shall be a minimum of 2.5', but not more than 3.5' above finished grade.
2. Stub Out for Meter shall be the proper size as per gas code
3. Stub Out for Meter shall extend a minimum of 6" from finished exterior of wall and be painted.
4. Stub Out for Meter shall be on the tap side of all buildings (for tap locations, call Public Works at (662) 562-8288)
5. Stub Outs for more than one Meter shall be in a straight and level line at a minimum of 14 ", center to center.
6. Stub Outs for Meter shall be a minimum of 5' from any other utility, HVAC unit (or pad).
7. Stub Outs for Meter shall be at least 3' from any operable window or door
8. Stub Outs for Meter **SHALL NOT** be directly under ANY window.
9. GAS METERS located in a driveway or parking area will be required to have protective posts or bollards, constructed as listed below:
  - Residential- 4" concrete filled steel post with 10" diameter post holes
  - Commercial/Industrial- 8" concrete filled steel post with 14" diameter post holes
  - All posts shall be in concrete a minimum of 36" above grade, painted Caution Yellow, and a minimum of 30" below grade

## **GAS PRESSURE TEST:**

All gas pressure tests are required to have a pressure gauge capable of reading increments of 1 psi or less. Gauge is to read 30 psi when called in for inspection (no more and no less).

**NOTE: Gas meter will not be set if an approved Gas Pressure test is not on file at the City of Senatobia Utility Department.**



## **SPECIFICATIONS for SEWER and WATER CONNECTIONS**

1. No Sewer tap or clean out shall be allowed under or in driveways or sidewalks, unless approved by city official.
2. No Water tap or meter shall be allowed under or in driveways or sidewalks
3. Sewer service line with green 12awg locater wire should be installed at same time as Plumbing rough-in on all new construction
4. Water service line with blue 12awg locater wire should be installed at same time as Plumbing rough-in on all new construction

**NOTE: SEWER MAINS, WATER MAINS, AND GAS MAINS SHALL NOT BE TAPPED BY ANY BUILDER OR GENERAL CONTRACTOR OR ANY OF THEIR SUB-CONTRACTORS, WITHOUT APPROVAL AND INSPECTION FROM THE PUBLIC WORKS DIRECTOR OR CITY ENGINEER**

## **SPECIFICATIONS for SIDEWALKS and DRIVEWAYS**

1. Sidewalks in the Right of Way shall be constructed to minimum ADA standards and not less than 5' wide, 3.5" in depth, and 2.5' from curb (unless approved by City Engineer) on all streets with curb and gutter and no more than 2" out-of-level across the 5' width of sidewalk.
2. Sidewalks shall be installed at the same time driveways are installed, if required and prior to final inspection approval and "Right to Occupy".
3. The City Engineer shall approve any variation in design of sidewalks.
4. The governing authority may wave the above requirements for sidewalks, provided that street rights-of-way is left unobstructed and graded in such a manner that sidewalks may be constructed at a later date.
5. All driveways shall be constructed of asphalt or concrete and be put in place at the same time as sidewalks are placed.
6. All inlets for driveways shall be 6" in depth with expansion joint at driveway and curb. Curb cuts are to be sawn, not broken. And no more than 1" out-of-level across the 10' width of inlet to maintain positive water flow at water table

## **CARE of BUILDING SITE DURING CONSTRUCTION**

1. Contractor shall be responsible for cleaning all loose paper and material subject to be scattered by wind each day and to prevent such material from scattering to all adjoining properties and/or city drainage system and so utilize the necessary means or mechanisms to contain said loose paper and material to the site for the purpose herein expressed. The premises shall be kept in a reasonably clear or organized manner.  
**Building permits and inspections may be withheld from contractors who fail to maintain premises as described above, after receiving a written warning from the City of Senatobia Building department.**
2. Contractor shall not allow waste materials, dirt, mud, sand, debris, or other construction materials to be placed or washed into streets or rights-of way. Surplus dirt or mud shall not be graded or pushed into streets or rights-of way. If contractor does not immediately remove from streets or rights-of-way such materials either washed or placed by them, their employees, their sub-contactors, or by delivery trucks delivering to their site; after a warning from the City of Senatobia, **future building permits and inspections may be withheld for a period of up to six (6) months and/or the violator may be fined at a rate of \$500.00 per day for each day violation remains.**
3. Contractors shall supply to all job sites, portable toilet facilities within 300 feet of the job site and shall maintain portable toilet until job has been finalized or until toilet facilities may serve all the contractors job sites within a 300 foot radius provided no more than 40 workman are present on job site at any one time. Additional portable toilets shall be required at the rate of 40 workmen per unit.

## **EROSION and SEDIMENT CONTROL for BUILDING SITES**

Erosion and sediment control materials shall be put in place in such a manner as to provide the most effective control of erosion and sediment. The construction plans shall be accompanied by an erosion and sediment control plan, which shall be submitted to the City Engineers department for review and approval.

The following technical principles shall be used:

1. The smallest practical area of land shall be exposed at any one time during development/construction.
2. When land is exposed during development/construction, the exposure shall be kept to the shortest practical period of time.
3. Temporary vegetation or mulching shall be used to protect critical areas exposed during development/construction.
4. Sediment basins (debris basins, de-silting basins, or silt traps) shall be installed and maintained to remove sediment from runoff waters of land undergoing development/construction.
5. Provisions shall be made to effectively accommodate the runoff caused by changed soil conditions during and after development/construction. This can be accomplished by placing of silt fences, hay bales, or other approved sediment control measures along areas of property to prevent silt and erosion sediment from washing into streets, rights-of-way, or on to adjoining property.
6. Permanent final vegetation and structures shall be installed as soon as practical in the development/construction site.
7. The development/construction plan shall be fitted to the topography and soils so as to create the least possible erosion.
8. Whenever feasible, natural vegetation shall be retained and protected.

**NOTE: VIOLATIONS OF THE EROSION AND SEDIMENT CONTROL SPECIFICATIONS AFTER BEING WARNED BY BUILDING DEPARTMENT MAY RESULT IN WITHHOLDING BUILDING PERMITS, INSPECTIONS, STOP WORK ORDERS, AND FINES AT A RATE OF \$500.00 PER DAY FOR EACH DAY A VIOLATION REMAINS.**

<u>Additional Inspections</u>		
Brick Tie (optional) . . . December 21, 2010 Board Minutes		\$50.00
<u>Re-Inspections Fee's</u>		
Brick Tie . . . December 21, 2010 Board Minutes		\$50.00
Gas Pressure Test (first included in permit fee)		\$50.00
. . . December 21, 2010 Board Minutes		
All Other Inspections . . . December 21, 2010 Board Minutes		\$100.00

**ALL RE-INSPECTIONS AFTER 2<sup>ND</sup> RE-INSPECTION REFUSED SHALL BE CHARGED A RE-INSPECTION FEE OF \$100.00**